

APPROVED

December 20, 2005

Michigan State Administrative Board

Lansing, Michigan

December 6, 2005

A regular meeting of the State Administrative Board was held in the Lake Ontario Room, 3rd Floor, Michigan Library and Historical Center, on Tuesday, December 6, 2005, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Kristie Profit, Policy Advisor, representing John Cherry, Lt. Governor
Patrick F. Isom, Assistant Attorney General, representing Michael A. Cox, Attorney General
Mary G. MacDowell, Director, Financial Services Bureau, representing Jay B. Rising, State Treasurer
Joe Pavona, Director, Bureau of Administrative Services, representing Terri Lynn Land, Secretary of State
Elaine Madigan, Executive Director of School Finance and School Law, representing Michael P. Flanagan, Superintendent of Public Instruction
Leon Hank, Chief Administrative Office, representing Gloria Jeff, Director, Department of Transportation
Sherry Bond, Secretary

Others Present:

Elise Lancaster, Pat Mullen, TeAnn Smith, Meagan Wright, Department of Management and Budget; Jean Ingersoll, Pam Lavender, Kelly Villarreal, Department of Transportation; Patrick Harrington, Muchmore, Harrington, & Smalley, and Associates, Inc.

1. CALL TO ORDER:

Mr. Keenan called the meeting to order and led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Mr. Pavona moved to approve the minutes of the regular meeting held on November 15, 2005. The motion was supported by Ms. Madigan and unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD:

NONE

4. COMMUNICATIONS:

NONE

5. UNFINISHED BUSINESS:

NONE

6. NEW BUSINESS:

Retention and Disposal Schedules:

MONROE COUNTY, Community Mental Health Authority, 12/6/2005

WASHTENAW COUNTY, Community Supports & Treatment Services, Obra, 12/6/2005

DEPARTMENT OF HUMAN SERVICES, Division of Adoption Subsidy,
12/6/2005

DEPARTMENT OF TREASURY

Finance and Accounting Division, 12/6/2006

Mortgage and Real Estate Division, 12/6/2005

Office of Security, 12/6/2005

Mr. Hank moved that the Retention and Disposal Schedule be approved. The motion was supported by Mr. Pavona and unanimously approved.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:

(Please see the following pages)

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Ms. MacDowell presented the Finance and Claims Committee Reports for the regular meeting of November 29, 2005, and the special meeting of December 6, 2005. After review of the forgoing Finance and Claims Committee Reports, Ms. MacDowell moved that the Finance and Claims Committee Reports covering the regular meeting held November 29, 2005, with the withdrawal of Item 24(1) of the regular agenda by the Department of State at the State Administrative Board meeting on December 6, 2005, and the special meeting held December 6, 2005, be approved and adopted. The motion was supported by Mr. Hank and unanimously approved.

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Ms. MacDowell presented the Building Committee Report for the regular meeting of November 30, 2005. After review of the forgoing Building Committee Report, Ms. MacDowell moved that the Building Committee Report covering the regular meeting held November 30, 2005, be approved and adopted. The motion was supported by Mr. Pavona and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Report for the regular meeting of November 30, 2005. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the regular meeting held November 30, 2005, be approved and adopted with Item 18 of the regular Transportation agenda withdrawn by the Department of Transportation at the State Administrative Board meeting held on December 6, 2005. The motion was supported by Mr. Isom and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

NONE

9. ADJOURNMENT:

Mr. Hank moved the meeting be adjourned. The motion was supported by Mr. Pavona and unanimously approved. Mr. Keenan adjourned the meeting.

SECRETARY

CHAIRPERSON